



**CITY OF HOUSTON
OFFICE OF
BUSINESS OPPORTUNITY**

**CITY OF HOUSTON
OFFICE OF BUSINESS OPPORTUNITY
ACDBE/DBE CERTIFICATION APPLICATION
SUPPORTING DOCUMENTATION CHECKLIST**

ACDBE/DBE SUPPORTING DOCUMENTATION ITEM	BUSINESS STRUCTURE			
	SP	PART	LLC	CORP
Affidavit of Certification	X	X	X	X
List of equipment and/or vehicles owned and leased including VIN numbers, copy of titles, proof of ownership, insurance cards for each vehicle.	X	X	X	X
Personal Federal tax returns for the past 3 years for each disadvantaged owner	X	X	X	X
Company Federal tax returns filed by the firm and its affiliates with related schedules, for the past 3 years	X	X	X	X
Official Articles of Organization (approved by state official)				X
Official Certificate of Partnership		X		
(Proof of Citizenship) Birth Certificate, Passport, Tribal Roll Card, Tribal Voter Registration Certificate, Naturalization Papers	X	X	X	X
Documented proof of any transfers of assets to/from your firm and/or to/from any of its owners over the past two years	X	X	X	X
Documented proof of contributions used to acquire ownership for each owner	X	X	X	X
Schedule of salaries (or other remuneration) paid to all officers, managers, owners, and/or directors of the firm	X	X	X	X
Signed loan and security agreements, and bonding forms	X	X	X	X
Descriptions of all Real estate owned/leased by your firm and documented proof of ownership/signed leases	X	X	X	X
Licenses, license renewal forms, permits, and haul authority forms	X	X	X	X
List of all employees, job titles, and dates of employment	X	X	X	X
Resumes for all owners, officers of firm and key personnel of the applicant firm	X	X	X	X
Title(s), registration certificate(s), and U.S. DOT numbers for each truck owned or operated by your firm	X	X	X	X
Corporate bank resolution and bank signature cards	X	X	X	X
Original and any amended Partnership Agreements		X		
Proof of Vendor/Supplier Registration with the City of Houston Strategic Purchasing Division	X	X	X	X
DBE/ACDBE and SBA 8(a), SDB, MBE/WBE certifications, denials, and/or decertifications	X	X	X	X
Insurance agreements for each truck owned or operated by your firm	X	X	X	X

SP=Sole Proprietorship, PART=Partnership, LLC=Limited Liability Company and CORP=Corporation

<u>ACDBE/DBE SUPPORTING DOCUMENTATION ITEM</u>	<u>BUSINESS STRUCTURE</u>			
	<u>SP</u>	<u>PART</u>	<u>LLC</u>	<u>CORP</u>
Proof of warehouse/storage facility ownership or lease arrangements	X	X	X	X
Trust agreements held by any owner claiming disadvantaged status	X	X	X	X
Year-end balance sheets and income statements for the past three years		X	X	X
Audited financial statement		X	X	X
SUPPLIERS - List of distribution equipment owned and/or leased	X	X	X	X
SUPPLIERS - List of product lines carried	X	X	X	X
Assumed name certificate (DBA)	X			
Official Certificate of Formation and Operating Agreement with any amendments			X	
Official Articles of Incorporation			X	X
Both sides of all corporate stock certificates and your firm's stock transfer ledger				X
Corporate By-Laws and any amendments				X
Minutes of all stockholders and board of directors meetings				X
Shareholder's Agreement(s)				X

SP=Sole Proprietorship, PART=Partnership, LLC=Limited Liability Company and CORP=Corporation